Spending Unit Request to Complete Transactions by 3rd Party Payment Processors

Spending Unit Name: _____ **Org #** _____

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*Master Billing Account (Last six (6) #'s) ****Cardholder Name (Last six (6) #'s of Acct)**

Cardholder Name (Last six (6) #'s of Acct) ****Cardholder Name (Last six (6) #'s of Acct)

Cardholder Name (Last six (6) #'s of Acct) ****Cardholder Name (Last six (6) #'s of Acct)

***Authorized Hierarchy(ies): _____ _____ _____ _____ _____ _____ _____

***Authorized Hierarchy(ies): _____ _____ _____ _____ _____ _____ _____

***Authorized Hierarchy(ies): _____ _____ _____ _____ _____ _____ _____

***Authorized Hierarchy(ies): _____ _____ _____ _____ _____ _____ _____

***Authorized Hierarchy(ies): _____ _____ _____ _____ _____ _____ _____

By submission of this form I am requesting the authority on behalf of the above named Spending Unit to utilize the designated State of West Virginia Purchasing Card(s) to pay for items transacted through 3rd Party Payment Processors such as Pay Pal. I understand that properly authorized purchasing card transactions completed via a 3rd Party Payment Processor may not be eligible for dispute with the card issuing bank and acknowledge it is my Spending Unit's responsibility to implement adequate procedures or internal controls to ensure these transactions are for official business use.

Signature of Chief Financial Officer **Date**

Print Name of Chief Financial Officer **Phone Number**

Signature of Spending Unit Coordinator **Date**

Print Name of Spending Unit Coordinator **Phone Number**

WVSAO Purchasing Card Administration Signature **Date**

*If all cards associated with the master billing account are eligible to complete 3rd Party Payment Processor Transactions, do not insert cardholder account numbers or hierarchy information. If the spending unit has multiple master billing accounts where all individual cards are eligible, do not insert master billing account numbers; you must complete the proper hierarchy information.

**If only certain individual cardholders are eligible to complete 3rd Party Payment Processor Transactions, insert both the last six (6) digits of the master billing account and the last six (6) digits of the individual cardholder account.

***All accounts will be assumed to be eligible based on the level of hierarchy completed. If all seven (7) levels are completed, then only cards with that particular hierarchy string will be assumed to be eligible to complete Party Payment Processor transactions.